

Certificate Courses in Public Procurement



Arizona Procurement Institute

**Note: AzSPO class contact hours are accepted by NIGP
and ISM towards certification and renewal**

DESCRIPTIONS of AzSPO PROCUREMENT INSTITUTE COURSES – FY 2003

GENERAL CERTIFICATION COURSES

Pursuant to Arizona State Procurement Policy Number 003, Procurement Delegation Authority, procurement professionals in all state agencies must meet prescribed training and AzSPO certification requirements for the agencies to obtain and maintain their delegated procurement authorities. All courses present “best-practices” approaches to public procurement under the Arizona Procurement Code.

*The following courses are currently scheduled to assist agencies to meet these requirements: (Other courses are under development within a timeframe designed to allow agencies to schedule training for compliance with the policy.) **There is a charge for each class of \$100 per day or partial day.***

Certificate in Public Procurement - AzSPO 101

This one-day class provides procurement customers (end-users), and procurement professionals with a fundamental understanding of, and a common lexicon for public procurement. It focuses on the laws and regulations that govern public procurement practices in Arizona and explains the various procurement methods available. The primary focus is to demystify public procurement and to serve as the basis for advanced Arizona State Procurement Institute classes. The target audience is everyone who develops, uses, or is affected by public buying or contracting in Arizona, including anyone with purchasing authority for an agency, those who supervise purchasing activities, end-users (customers of procurement practitioners) and program, auditing and accounting personnel. Completion for certification requires a passing grade on a written examination at the close of each class. This course is the prerequisite for all other State Procurement Institute offerings, with the exception of the “Doing Business with the State” series. The cost for this course is \$100.

***Foundation in Public Procurement - AzSPO 201**

A one-day course that provides a basic understanding of the principles and skills needed to conduct informal solicitations (purchases under \$35,000) in compliance with the Arizona Procurement Code. This competency-based course covers fundamental processes and techniques to enhance the professional development of individuals currently serving, or preparing for career advancement in the field of public procurement. Completion of this Foundation Course is required of all procurement professionals in Arizona State agencies with delegation authority. Completion for certification requires a passing grade on a written examination at the close of each class. Prerequisite: - AzSPO 101. The cost for this course is \$100.

Journey Certificate in Public Procurement - AzSPO 301

A challenging two-day course covering advanced governmental procurement techniques. The course addresses such topics as determining the best vendor selection technique for a solicitation, acquisition planning and value analysis. The course also provides an overview of contract terms and conditions and provides an introduction to the Uniform Commercial Code. The target audience is career path procurement officials and all procurement practitioners. Completion for certification requires a passing grade on a written examination at the close of each class. Prerequisites: - AzSPO 101 and 201. The cost for this course is \$200.

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Professional Certificate in Public Procurement - AzSPO 401

The class focuses on the management and administration aspects of governmental procurement. The academic topics covered in this course include: procurement developing, planning and performance measures; contract performance and procurement benchmarking; protests and claims; dispute resolution; preparing for negotiations; and supervision of procurement practitioners. Completion for certification requires a passing grade on a written examination at the close of each class. Prerequisites: - AzSPO 101, 201 and 301. The cost for this course is \$200.

SPECIAL TOPICS - 500 SERIES

The 500 series of AzSPO courses consists of specialty and advanced topics. These courses are designed to build upon the basic certification courses and enhance the understanding and skill levels of public procurement professionals.

Contracting for Services in Public Procurement - AzSPO 505

Contracting for Services in Public Procurement is a two-day workshop on the soliciting and managing service contracts. The class explores the advanced procurement methods available to governmental procurement practitioners and focuses on preparing a request for proposal (RFP), writing a scope of work, designing a pricing structure, determining required Offeror qualifications and selecting evaluation criteria. Participants gain an understanding of service contracting evaluation, including selecting and chairing the evaluation committee, the evaluation process, documentation, and best-and-final offers, contract award and vendor debriefing. This class also introduces contract monitoring and administration, contract amendments, extensions and breaches. Prerequisites: - AzSPO 101, 201 and 301. The cost for this course is \$200.

Construction Contracting in Public Procurement - AzSPO 501

Construction and design procurement is a very challenging and exciting specialty within public procurement. This one-day workshop focuses on the complexities of the acquisition of design and construction services in Arizona. Participants gain insight into the development of effective scopes of work, selecting pricing methods, developing evaluation criteria and project management. The workshop also discusses recently legislated methods available for construction contracting in Arizona, such as design/build. Prerequisite: - AzSPO 101, 201, 301. The cost for this course is \$100.

Specification Writing for Public Procurement - AzSPO 510

This competency-based, one-day workshop approaches the responsibility for communication among the end-user, the procurement professional and the vendor from a technical writing perspective. Participants learn about tools and methods to avoid ambiguity, enhance clarity and increase credibility in their descriptions of services and commodities. Prerequisite: Certificate in Public Procurement - AzSPO 101, and 301. The cost for this course is \$100.

Doing Business With the State of Arizona- AzSPO 550

“Doing Business With the State of Arizona” is a two-part course intended to acquaint the supplier community with the basic requirements of doing business with State.

Part 1 (4 hours) included discussions on registering as a supplier, exploring, defining and clarifying expectations, and common procurement acronyms. Additionally, emphasis is placed on techniques of marketing products and services to the State agencies, prompt payment issues, common vendor oversights and public procurement ethics.

Cost is \$100 per person.

Part 2 (8 hours) covers methods of public procurement in Arizona, such as requests for quotes (RFQs), invitations for bids (IFBs), requests for proposals (RFPs). The course covers best practices for responding to formal solicitations (RFPs and IFBs), assembling and submitting offers and the evaluation process. Pre-award and post-award activities, protests, contract administration and vendor performance are also addressed.

Cost to be determined

Registration and Payment for “Doing Business With the State of Arizona”: Each part of the “Doing Business With the State of Arizona” course is limited to no more than 12 participants. Checks may be mailed to the State Procurement Office, 100 North 15th Avenue, Phoenix, AZ 85007, Attention: Dani Boone or call in your reservation to Dani at (602) 542-9144 or fax it to (602) 542-5508 and bring a check with you to the class.

Review and Credit Testing: The State Procurement Institute is applying for approval for college credit through the Arizona Community College Board for each of the 100 through 500 series courses. We anticipate approval will be granted in FY03. Students who took a class prior to approval for credit may elect to test out for credit, once the class had been accredited. The review and test will take approximately one and one-half hours. The sessions will be conducted at the State Procurement Office headquarters, 100 North 15th Avenue, Phoenix. As classes are approved by the Arizona Community College Board, notification of accreditation for each class will be posted on the AzPIX website. Students who wish to test for credit should contact Pamela Reay via e-mail at pamela.reay@ad.az.state.us. The cost per review and test session is **\$40, additional to your original registration fee.**

Registration and Payment for “Review and Credit Testing”: Each Review and Credit Testing session is limited to no more than 12 participants. Checks may be mailed to the State Procurement Office, 100 North 15th Avenue, Phoenix, AZ 85007, Attention: Dani Boone or call in your reservation to Dani at (602) 542-9144 or fax it to (602) 542-5508 and bring a check with you to the class.



ARIZONA DEPARTMENT OF ADMINISTRATION – Arizona Government University

100 North 15th Ave, PHOENIX, AZ 85007

Call Heather at: (602) 542-6229

REGISTRATION APPLICATION

Enrollment in the class (es) listed below is contingent upon class availability and supervisor's approval. If a requested class is unavailable, placement will be made in the next available class. **Deadline for enrollment is 7 calendar days prior to the class.**

- Send only one registration form per person.
- Please refer to the Training Program Course Schedule for the learning path and needed prerequisites.
- Cancellations must be made in writing or by fax, forty-eight hours (48) prior to class.

To register for a class, please fill in all requested information.

1. SSN (optional) _____ - _____ - _____		2. NAME: (Last, First, M.I.)	
3. Agency/Division		4. ADDRESS (street, city, state, zip code)	
5. Phone Number, Ext. # ())		6. FAX Number	
7. Do you complete performance evaluations on employees? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8. Are you a Manager <input type="checkbox"/> Supervisor <input type="checkbox"/> Neither <input type="checkbox"/>			
Please enter the class code, class date, class name in the indicated spaces for each class you want to attend. If you are registering for Performance Management or Discipline, please indicate the date you completed Leadership, as it is a prerequisite. If you are registering for any AFIS/HRMS classes that require a prerequisite indicate the date you completed the prerequisite training. <i>COST PER AZPO INSTITUTE CLASS IS \$100 PER DAY.</i>			
Class code	Class date	Class name	Date completed Leadership/AFIS/HRMS

Please list any "American With Disabilities Act" accommodations you may require:

Student's Signature

Date

I authorize the above named person to attend the requested class (es).

Supervisor's Signature

Date Phone

Mail application to: ADOA Training Center –100 N. 15th Ave , AZ 85007 or Fax to: (602) 542 – 0462